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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 2081.1A**Effective Date: May
11, 2010Expiration Date: May
11, 2015[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

Subject: Nondiscrimination in Federally Assisted and Conducted Programs

Responsible Office: Office of Diversity and Equal Opportunity[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) | [AppendixB](#)
[| AppendixC](#) | [AppendixD](#) | [ALL](#) |

Chapter 1. Roles and Responsibilities

1.1 Associate Administrator for Diversity and Equal Opportunity

1.1.1 The Associate Administrator (AA) for Diversity and Equal Opportunity is NASA's Principal Civil Rights Compliance Officer, pursuant to NASA regulations effectuating the civil rights laws that are the authorities for this NPR.

1.1.2 As NASA's Principal Civil Rights Compliance Officer, the AA, ODEO, is delegated authority under NPD 2081.1A to administer the Agency's federally assisted and conducted civil rights program regulations and requirements.³

³ These regulations include: Nondiscrimination in Federally-Assisted Programs of NASA - Effectuation of Title VI of the Civil Rights Act of 1964, 14 C.F.R. Part 1250; Nondiscrimination on Basis of Handicap, 14 C.F.R. Part 1251; Nondiscrimination on the Basis of Age in Programs and Activities Receiving Federal Financial Assistance, 14 C.F.R. Part 1252; and Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 14 C.F.R. Part 1253.

1.1.3 The AA, ODEO, shall delegate authority to conduct compliance review activity and complaint investigation activities regarding NASA assisted and conducted programs to appropriate ODEO staff.

1.1.4 In conducting complaint and compliance activities regarding such programs and activities, ODEO shall be guided by the legal standards, policies, and requirements that have been established in Federal statutes, regulations, Executive Orders, policies, and case law decisions related to discrimination based on race, color, national origin, sex, age, disability, and regarding Executive Order 13160, the additional bases of religion,

sexual orientation, or status as a parent.

1.1.5 ODEO, consistent with its obligation to establish mechanisms for investigating complaints and conducting compliance reviews regarding NASA assisted and conducted programs, shall:

1.1.5.1 Ensure that all recipients of NASA financial assistance have submitted a signed statement of assurance that all programs and activities shall be conducted in compliance with all applicable Federal civil rights laws, rules, regulations, and policies.

1.1.5.2 Establish, through this NPR, procedures and systems as a method of ensuring compliance with applicable laws, regulations, and Executive Orders.

1.1.5.3 Continually monitor NASA recipients of financial assistance and Agency conducted programs to ensure compliance, and schedule, as part of its regular compliance efforts, a systematic program of monitoring and evaluating whether, and the extent to which, recipient institutions and Agency conducted programs are meeting all Federal civil rights obligations, that includes:

a. Providing technical guidance and assistance to recipient institutions and conducted programs with the aim of resolving civil rights problems and issues associated with recipient programs and activities.

b. Monitoring and evaluating whether, and the extent to which, recipient institution programs and conducted programs are being administered consistent with applicable civil rights requirements.

1.1.5.4 Exercise its discretion regarding whether reviews of NASA assisted programs extend to all of a recipient's programs or to one or more of a recipient's programs and activities.

1.1.5.5 Maintain and safeguard all records and documents relating to the Procedural Requirements set forth below, in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a and following the records retention requirements provided in NPR 1441.1, NASA Records Retention Schedule. This includes proposing any changes to current retention schedules and developing new retention schedules, when necessary.

1.2 Center Directors

1.2.1 Center Directors shall work with ODEO in ensuring compliance with civil rights requirements pertaining to NASA conducted programs (see Chapter 3) by:

1.2.1.1 Participating in Functional Reviews of Center EO Operations (Chapter 3, paragraph 3.2).

1.2.1.2 Meeting all compliance requirements pertaining to NASA conducted programs.

1.3. Center EO Directors

1.3.1 Center EO Directors, acting on behalf of their Center Directors, shall assist ODEO in ensuring compliance with civil rights requirements pertaining to NASA conducted programs (Chapter 3), including:

1.3.1.1 Participating in Functional Reviews of Center EO Operations (Chapter 3, paragraph 3.2).

1.3.1.2 Meeting all compliance requirements pertaining to NASA conducted programs.

1.3.2 Center EO Directors shall, upon request of and in coordination with ODEO, be encouraged to assist ODEO in executing its Agency compliance responsibilities regarding NASA assisted programs and activities, to the extent practicable (Chapter 2, paragraph 2.2).

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) |
[AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [ALL](#) |

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